



JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open – Fort Wayne Air Base Only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-020-A-Air		6 February 2014	20 February 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd LRS	Fort Wayne, IN	N/A	SMSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Vehicle Management FLT	TBD	E-7(P)/MSgt	E-8/SMSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 2T390			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females			
<input checked="" type="checkbox"/> Must be AFSC Qualified			
DUTIES AND RESPONSIBILITIES			
<p>Plans, organizes, and directs vehicle activities. Ensures adequate manpower authorizations, personnel, tools, equipment, spare parts, and work space are available. Establishes production goals, quality controls, operating instructions, annual budgets, and self-inspection programs. Maintains liaison with users and supply organizations regarding spare parts requirements. Promotes customer satisfaction. Initiates action for interservice and intraservice vehicle maintenance support requests from other Department of Defense agencies. Oversees fleet management and analysis, as well as maintenance activities responsible for vehicle repair, analysis, training, parts procurement and contingency planning to ensure effective use of resources. Develops identification and processing procedures for vehicle authorization changes, vehicle abuse, and accident and incident cases. Manages repair, control, analysis, parts supply, diagnostics, and quality assurance functions to ensure cost effective, efficient operations. Provides accountability for tools, equipment, space, supplies, and facilities. Validates vehicle authorization and buy requirements, limited technical inspection reports, depot level repair requirements, manpower changes, requirements, and facility upgrades. Monitors parts procurement programs to ensure compliance with all applicable guidance. Supervises programs affecting depot level repairs, shipment of vehicles, maintenance priorities, record keeping, material deficiency reporting, preventative maintenance, fleet</p>			

management, registered equipment management and analysis to ensure regulatory compliance. Oversees the collection, control and disposition of hazardous and toxic waste material accumulations. Ensures compliance with developed safety practices, policies, and standards.

Periodically inspects maintenance, repair sections, fleet management, analysis, and material control. Determines operational status and solves complex maintenance, supply, and personnel problems. Analyzes maintenance reports, past and current performance, and inspection reports to ensure cost effective, timely preventive maintenance, repairs and rebuilding of vehicular equipment. Identifies unfavorable trends as they occur. Initiates corrective actions and revises procedures to improve effectiveness and eliminate deficiencies.

GENERAL EXPERIENCE

Knowledge is mandatory of: maintenance and fleet management policies and procedures; maintenance analysis activities; contract administration and evaluation; supply and inventory management; publications; technical order and material deficiency reporting systems; on-line vehicle interactive management system; base supply procedures, table of allowances; training requirements and programs; Air Force manpower standards and their application; facility requirements; and Air Force Occupational Safety and Health standards.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Chandler

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement. DO NOT CALL HR in regards to board times/dates.**

HR will notify you if you are selected. Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Michael A. Shutt, MAJ, Fort Wayne, IN COMM: 260-478-3149